

LEE COUNTY COMMISSION

Chairman
Bill English, *Probate Judge*
Mailing Address:
P. O. Box 666
Opelika, AL 36803-0666
(334) 737-3660 phone
1-855-212-8024
www.leeco.us



Members
Doug Cannon, District 1
Ross Morris, District 2
Gary D. Long, District 3
Tony Langley, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Administrative Technician	Hours of Availability: Monday-Friday; 8:00am-4:30pm
Closing Date: July 15, 2024	Position Announcement: COMM01-07-24
Work Location: Lee County, AL	
Division/Department: Commission	
Reports to: Chief Administrative Officer	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$38,940.85 - \$44,781.97
JOB SUMMARY: This position provides clerical support to the Lee County Commission.	
ESSENTIAL JOB FUNCTIONS: <ul style="list-style-type: none">• Provides clerical support for Commission Office.• Sends faxes, makes copies, binds reports, types documents, and maintains filing for commission offices.• Answers multi-line telephone and greets visitors; provides information and assistance; refers to appropriate personnel.• Provides general information to the general public, county employees and others.• Responds to citizens' and employee questions and comments in a courteous and timely manner.• Orders office supplies as necessary.• Transfers inter-office memoranda.• Sorts and distributes mail.• Assists commission departments including Information Services, Finance, and Human Resources with projects and assignments as needed.• Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.• Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.• Performs other related duties as assigned.	
QUALIFICATIONS: <ul style="list-style-type: none">• High School diploma/GED and one (1) year of related experience.	
KNOWLEDGE, SKILLS, AND ABILITIES: <ul style="list-style-type: none">• Knowledge of county and department regulations, policies and procedures.• Knowledge of modern office practices.• Knowledge of job-related software applications.• Skill in operating such office equipment as a computer, calculator, copier, and facsimile machine.• Skill in report preparation and records maintenance.• Skill in public and interpersonal relations.• Skill in oral and written communication.• Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with County activities and policies.• Ability to multitask.	
<p>Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM.</p> <p>Interested applicants may also fax a completed application to (334) 737-3609 or email to humanresources@leeco.us by the closing date.</p> <p>Previous applicants should reapply. For more information visit: www.leeco.us.</p>	

*Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on **race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information** or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).*